

Board Meeting in Public Tuesday, 28 November 2023

Title of Report	Governance Update	Agenda No.	4.2
Nature of Report (tick one)	<input checked="" type="checkbox"/> Official	<input type="checkbox"/> Official Sensitive	
Author(s)	Brenda Thomas, Interim Company Secretary		
Lead Executive	Helen Gillan, Director of Quality		
Non-Executive Director Sponsor (if applicable)	Peter Wyman, Chair		
Presented for (tick all that applies)	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Assurance	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Update	
Purpose of the report and key issues			
This report provides the Board with an update on corporate governance matters in NHS Blood and Transplant (NHSBT).			
Previously Considered by			
N/A			
Recommendation	<p>The Board is asked to:</p> <ol style="list-style-type: none"> i. Ratify its decision to approve the following Board policies outside of a Board meeting via a resolution on Convene: <ul style="list-style-type: none"> ▪ Anti-fraud, Bribery and Corruption ▪ Dignity at Work ▪ Disciplinary ▪ Grievance ▪ Health, Safety and Wellbeing ▪ Modern Slavery ▪ Speak up (Whistleblowing) ▪ Safeguarding ii. Approve the Confidentiality and Data Protection Policy uploaded in the Document Library on Convene. iii. Approve the practice of undertaking an external board and committee effectiveness review every three years, with an internal self-assessment of board and committee effectiveness in each of the two intervening years. 		
Risk(s) identified (Link to Board Assurance Framework Risks)			
Linked to Regulatory Compliance risk (BAF-09).			

Blood and Transplant

Strategic Objective(s) this paper relates to:		
<input type="checkbox"/> Collaborate with partners	<input type="checkbox"/> Invest in people and culture	<input type="checkbox"/> Drive innovation
<input type="checkbox"/> Modernise our operations	<input type="checkbox"/> Grow and diversify our donor base	
Appendices:	Timeline for Approving Board Level Policies	

1. Background

This report provides the Board with an update on Corporate Governance matters.

2. Board Level Policies

The Board, at its meeting on 25 July 2023, approved an updated list of policies identified as board level policies and noted the timeline for approving revisions to these policies.

The policies identified as board level policies, but which had not been approved by the Board were presented to the 13 voting members of the Board for approval in their current form via a resolution on Convene. Of the 13 voting members, 11 approved the policies, one abstained and one did not vote.

The Data Security and Protection Policy which was identified as one of the policies requiring board approval was not uploaded with the rest of the unapproved board level policies. The correct title of the policy is Confidentiality and Data Protection Policy. This policy is currently being reviewed and the updated version will be presented for review and approval to the Audit, Risk and Governance Committee and Board respectively in March 2024. The current version of the policy is uploaded in the Document Library on Convene.

The Board is asked to ratify its decision to approve the board level policies outside of a board meeting and approve the Confidentiality and Data Protection Policy which is available in the Document Library on Convene.

The document showing the timeline for approving the board level policies has been updated and is attached as appendix 1.

3. Board and Board Committee Self-Effectiveness

It is best practice for the board and its committees to undertake a self-effectiveness review. The evaluation process should be designed to rigorously test whether the board and its committees' composition, dynamics, operations, and structure are effective for the organisation and its business environment, both in the short- and long-term.

The Board is asked to formally approve the practice of undertaking the board and committee effectiveness review every three years by an external organisation, with an internal self-assessment of board and committee effectiveness in each of the two intervening years.

If the Board agrees, the next external effectiveness review will be undertaken at the end of 2024, for reporting to the Board and Committees in January or March 2025.

Appendix 1

Timeline for Approving Board Level Policies

Policy	Responsible Director	Executive Team Review date	Reviewing Board Committee	Reviewing Committee Date	Board approval Date	Comments
Anti-fraud, Bribery and Corruption	Chief Financial Officer	-	Audit, Risk and Governance Committee	January 2024	January 2024	
Conflicts of Interest	Director of Quality (Company Secretary)	May 2023	Audit, Risk and Governance Committee	May 2023	June 2023	APPROVED
Confidentiality and Data Protection*	Chief Information Officer	-	Audit, Risk and Governance Committee	March 2024	March 2024	
Dignity at Work	Chief People Officer	March 2024	People Committee	March 2024	March 2024	
Disciplinary	Chief People Officer	March 2024	People Committee	March 2024	March 2024	
Grievance	Chief People Officer	March 2024	People Committee	March 2024	March 2024	
Fit and Proper Persons Regulations	Director of Quality	July/August 2023	People Committee	September 2023	September 2023	APPROVED
Health, Safety and Wellbeing	Chief People Officer	November 2025	People Committee	November 2025	November 2025	
Modern Slavery	Chief Financial Officer	January 2024	Audit, Risk and Governance Committee	January 2024	March 2024	
Environment and Sustainability Statement	Chief Financial Officer	-	Audit, Risk and Governance Committee	September 2023	September 2023	APPROVED
Patient Safety Incident Response Framework (new framework)	Director of Nursing	February 2024	Clinical Governance Committee	March 2024	March 2024	
Risk Management	Director of Quality	July 2023	Audit, Risk and Governance Committee	July 2023	September 2023	APPROVED
Speak up (Whistleblowing)	Chief People Officer	-	People Committee	July 2024	July 2024	
Safeguarding	Director of Nursing	December 2023	Clinical Governance Committee	January 2024	January 2024	

*This policy was titled Data Security and Protection Policy in the previous versions of this document.